



# CITY OF LODI

## COUNCIL COMMUNICATION

AGENDA TITLE: Renewal of Contract for Janitorial Services for City Facilities

MEETING DATE: June 2, 1993

PREPARED BY: Public Works Director

**RECOMMENDED ACTION:** That the City Council adopt the attached resolution renewing the janitorial contract for various City facilities to Korean Building Maintenance for \$109,610.00.

**BACKGROUND INFORMATION:** Janitorial duties in the Public Safety Building, Carnegie Forum, Municipal Service Center, City Hall, Hutchins Street Square, and Parks and Recreation offices are carried out by a contract janitorial service. Korean Building Maintenance has maintained a portion of these facilities since July 1, 1984. Additional square footage and janitorial responsibilities have been added over the years as City facilities have expanded and been remodeled.

On June 5, 1991, in order that other commercial cleaning firms be able to be considered, the City Council approved updated specifications and authorized advertising for bids. Bids were opened on June 18, 1991 and four bids were received.

Korean Building Maintenance was the low bidder at \$5,950.00 per month, or \$70,000.00 per year. The other three bids ranged from \$117,788.16 per year to \$630,888.00 per year. The difference between Korean Building Maintenance and the second low bidder was almost \$48,000.00 per year.

On June 3, 1992, the City Council authorized renewing the contract for janitorial services to Korean Building Maintenance for the 1992/93 fiscal year at \$100,000.00. Although that appeared to be a large increase (15%), it was only slightly over what we paid for the same janitorial services in 1990/91 (at \$86,700.00) because it included additional square footage and cleaning requirements at Hutchins Street Square, the Parks and Recreation administration building, trailer, and annex, and added White Slough to the list of facilities maintained.

Korean Building Maintenance has proposed to contract janitorial services for the 1993/94 fiscal year at \$109,610.00, which is the same cost the City pays now, due to additional square footage and services recently added.

Primarily, the cleaning responsibilities have remained the same as in previous years, but these few additions/changes should be approved as an addendum to the contract:

APPROVED

THOMAS A. PETERSON  
City Manager



recycled paper


CC-1

- A) Parks and Recreation offices shall be cleaned three times per week and the annex cleaned four times per week, with the tile areas mopped weekly, waxed bimonthly, and windows cleaned quarterly.
- B) At the Municipal Service Center, the Electric Utility annex, or portable office complex, shall be added at \$350.00 per month, or \$4,200.00 per year. Duties shall be the same as specified for Municipal Service Center (Sections 5.4-5 and 5.4-6).
- C) The Equipment Maintenance Shop office floor shall be stripped and waxed monthly for \$75.00 per month.
- D) Janitorial services for the Fire Prevention Bureau building have been added at \$150.00 per month, or \$1,800.00 per year. Duties shall be as specified in the Description of Work signed on January 8, 1993.
- E) The Public Safety Building jail shall be completely "power washed" four times per year at \$525.00 per time, or \$2,100.00 annually.
- F) All previous changes/additions in prior addendum(s) shall remain in effect.

Because the proposed annual cost for janitorial services is still under the second low bid of two years ago (by approximately \$8,200.00), it is recommended the Council renew the contract with Korean Building Maintenance rather than rebid at this time.

Funds to finance the contract are included by various departments in the 1993/94 operating budget.

FUNDING:	10.0-351.01-335	\$50,484
	16.0-601.01-335	10,236
	17.0-401.01-335	1,145
	18.0-451.01-335	1,145
	17.0-403.01-335	7,200
	10.0-701.01-335	10,800
	120.0-752.05-335	28,600
	TOTAL	\$109,610

  
Jack L. Ronsko  
Public Works Director

Prepared by Dennis J. Callahan, Building and Equipment Maintenance Superintendent  
JLR/DJC/lm  
Attachment  
cc: City Attorney  
Parks and Recreation Director  
Community Center Director

RESOLUTION NO. 93-71

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A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE RENEWAL OF THE CONTRACT WITH KOREAN  
BUILDING MAINTENANCE FOR JANITORIAL SERVICES IN VARIOUS CITY FACILITIES

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RESOLVED, that the Lodi City Council hereby approves the renewal of the janitorial contract for various City facilities with Korean Building Maintenance for Fiscal Year 1993-94 in the total amount of \$109,610.

Dated: June 2, 1993

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I hereby certify that Resolution No. 93-71 was passed and adopted by the Lodi City Council in a regular meeting held June 2, 1993 by the following vote:

Ayes: Council Members - Sieglock, Snider, and Pennino (Mayor)

Noes: Council Members - Davenport and Mann

Absent: Council Members - None

  
Jennifer M. Perrin  
City Clerk

93-71

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